

PRIORITY



PROFESSIONAL CARE

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Dear Caregiver,

Thank you for allowing Priority Professional Care (PPC) to be your service provider. As part of compliance, PPC must maintain, annually review and update our client's medical record to ensure our clients receive quality service delivery and standard of care *outlined* in 130 CMR 408.00

For us to meet Mass Health and PPC's Regulations, we are asking the Primary Caregiver to assist us in getting a copy of the member's health status report (within the past 12 months) that **must** include the following:

- 1. a copy of the most recent physical examination (within the past 12 months);***
- 2. the PCP's authorization and summary;***
- 3. the member's semi-annual health-status reports;***
- 4. the member's medical history;***
- 5. the member's tuberculosis screening documentation;***
- 6. the member's a list of any known allergies;***
- 7. information about the member's dietary requirements;***
- 8. a list of the member's current medications;***
- 9. if designated by the member, advance directives and the name of the health-care proxy; and***
- 10. the ADL needs as outlined in 408.416(B);***

Bathing - a full body bath or shower or a sponge (partial) bath that may include washing and drying of face, chest underarms, hands, abdomen, back and peri-area plus personal hygiene that may consist of combing or brushing of hair, oral care (include denture care and brushing of teeth), shaving, and, when applicable, applying make-up.

- (1) Dressing-up upper and lower body, including street clothes and undergarments, but not solely help with shoes, socks, button, snaps, or zippers.
- (2) Toileting- if the member is incontinent (bladder or bowel) or requires assistance or routine catheter or colostomy care.
- (3) Transferring- members must be assisted or lifted to another position.
- (4) Mobility (ambulation) - member must be physically steadied, assisted, or guided during ambulation, or is unable to self-propel a wheelchair appropriately without the assistance of another person.
- (5) Eating- if the member requires constant supervision and cueing during the entire meal or physical assistance with a portion of all of the meal.

Please return all requested documents ASAP, not doing so could delay the processing of your AFC reimbursement

Thank you for your cooperation in this matter.